

## ARTICLE 35

### DUES ALLOTMENT

SECTION 1. Effective with the first pay period occurring after the execution of this agreement the EMPLOYER shall deduct union dues from the pay of all employees who voluntarily authorize such deduction and who are employed within the Units for which NAGE holds formal recognition, in accordance with the provisions set forth herein.

SECTION 2. Union dues (the regular, periodic amounts required to maintain an employee in good standing with NAGE) shall be deducted by CBC from an employee's pay each pay roll period when the following conditions have been met:

a. The employee either is a member in good standing of NAGE, or has signed up for membership subject to the payment of his/her first month's dues through voluntary allotment as provided herein.

b. The employee's earnings are regularly sufficient to cover the amount of the allotment.

c. The employee has voluntarily authorized such a deduction on Standard Form 1187, supplied by NAGE.

d. NAGE through its authorized official has completed and signed Section A of such form.

e. Such completed form shall be turned over promptly to the Treasurer of NAGE for transmittal to the Comptroller Office, Code 2421.

SECTION 3. NAGE shall supply to the employees involved Standard Form No. 1187 (Allotment Form), and shall be responsible for the distribution of such forms to its members and for completion of section A thereon, including the certification of the current amount of such local union's regular dues to be deducted each biweekly pay period. NAGE shall also be responsible for educating its members on the program for allotments for payment of dues, its voluntary nature and uses, and availability of the required form.

SECTION 4. Deduction of dues shall begin with the first pay period which occurs after receipt of Standard Form 1187 by the Comptroller Office, Code 2421. However, such forms must be sent to Comptroller Office, Via the Civilian Personnel Office, Code 234, and received three (3) work days prior to the beginning of the payroll period.

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SECTION 5. The amount of the union dues to be deducted each biweekly period shall remain as originally certified to on such allotment forms by its authorized union official until a change in the amount of such deductions is certified to by an authorized official and such certification of change is duly transmitted through NAGE to the Comptroller Office , Code 2421.

SECTION 6. Any such change in the amount of any employee's regular dues with resultant change in the amount of the allotment of such employee per biweekly pay period shall become effective with the deduction allotment made on the first pay period after receipt of the notice of change by Comptroller Office, Code 2421, or a later date if requested by NAGE. Such notice of change to be effective with the start of the next pay period must be received by the Comptroller Office, Code 2421, three (3) work days prior to the beginning of the payroll period. Changes in the amount of union dues shall not be made more frequently than once each 12 months.

SECTION 7. An employee's voluntary allotment for payment of his/her union dues shall be terminated with the start of the first pay period following the pay period in which any of the following occur:

- a. Loss of formal recognition by NAGE.
- b. Transfer of the employee outside the Unit.
- c. Separation of the employee for any reason including death or retirement.
- d. Receipt by CBC of notice that the employee has been expelled or has ceased to be a member in good standing of his/her local union.

SECTION 8. The employee may terminate their union dues once a year if conditions (a) or (b) are met. Note (c) below. A Standard Form 1188 must be submitted to the Comptroller Office, Payroll Accounting Branch, Code 2421 via Civilian Personnel Office, Employee Relations Division, Coderly executed in duplicate by the Individual employee.

- a. If the employee has not been on dues withholding for one year (from the time the employee's dues actually started) he/she may revoke their dues on their anniversary date.
- b. If employees have been on dues withholding for one or more years, dues may be revoked on the first pay period following March 1st.

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c. In any event the SF-1188 must be received by the Comptroller office three (3) days prior to either the anniversary date or March 1st so that the revocation can become effective the first pay period following.

SECTION 9. NAGE having members on voluntary allotment of its union dues shall promptly notify the Comptroller, Code 2421, in writing when any such member is expelled or for any reason ceases to be a member in good standing. Such notices shall be in duplicate and transmitted to the Comptroller, Code 2421, by the NAGE which shall retain the duplicate for its records. Such notice must be received by the Comptroller by three (3) work days prior to the start of the next pay period.

SECTION 10. The Naval Construction Battalion Center, Port Hueneme through the Comptroller Office, Code 2421, shall transmit to the Comptroller, Fiscal Office, National Association of Government Employees, 285 Dorchester Avenue, Boston, Massachusetts 02127, within three (3) working days after each pay day all of the following:

a. A list in duplicate which shall contain the name, and badge number of each employee member of NAGE on voluntary allotment, and the amount of the allotment deduction made for each such employee member.

b. A check drawn by Disbursing Division Director, Code 244, Comptroller Office on the Treasury of the United States and made payable to the Comptroller, Fiscal Office, National Association of Government Employees in an amount equal to the grand total of all such monetary allotment deductions made.

SECTION 11. Neither the Employer nor the Union will knowingly continue or permit dues withholding for an employee who is no longer in the bargaining unit. When employee is no longer in the bargaining unit, it is the employee's responsibility to submit a Standard Form 1188 in duplicate to Code 2421.

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